

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service**

### **Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: <http://www.GSAAdvantage.gov>.



**Multiple Award Schedule (MAS)**

**Federal Supply Group: Professional Services**

**Contract No.: GS-00F-042CA**

**Contract Period: 2/11/2015 – 2/10/2025**

**Price list current as of Modification # PS-A812  
effective 20 April 2020**

Since 1983

**mancon**

**Management Consulting, Inc.**

**1961 Diamond Springs Road**

**Virginia Beach, VA 23451**

**Phone: (757) 460-6308**

**Fax: (757) 366-3176**

**www.manconinc.com**

**Point of Contact**

**Bart Consford**

**Contract Administrator**

**(757) 457-9304**

**bconsford@manconinc.com**

**Business Size: Large**



For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

**Table of Contents**

<b><u>Par.</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1.	GENERAL SERVICES ADMINISTRATION .....	1
1.1	Schedule Price List .....	1
1.2	Schedule Title .....	1
2.	CUSTOMER INFORMATION .....	2
2.1.a	Table of Awarded SINS .....	2
2.1.b	Customer Information Item 1.b .....	2
2.1.c	Customer Information Item 1.c .....	2
2.2	Maximum Order .....	2
2.3	Minimum Order .....	2
2.4	Geographic Coverage .....	3
2.5	Point(s) of Production (city, county, and state or foreign country) .....	3
2.6	Discount from List Prices .....	3
2.7	Quantity Discounts .....	3
2.8	Prompt Payment Terms .....	3
2.9	Notification of Government Purchase Card .....	3
2.10	Foreign Items .....	3
2.11	Time of Delivery .....	3
2.12	F.O.B. Point(s) .....	3
2.13.a	Order Address .....	3
2.13.b	Ordering Procedures .....	4
2.14	Payment Address .....	4
2.15	Warranty Provision .....	4
2.16	Export Packing Charges .....	4
2.17	Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level) .....	4
2.18	Terms and Conditions of Rental, Maintenance, and Repair .....	4
2.19	Terms and Conditions of Installation .....	4
2.20	Terms and Conditions of Repair Parts .....	4
2.21	List of Service and Distribution Points .....	4
2.22	List of Participating Dealers .....	4
2.23	Preventive Maintenance .....	5
2.24.a	Environmental Attributes .....	5
2.24.b	Section 508 Compliance Information on Electronic and Information (EIT) Supplies and Services .....	5
2.25	Data Universal Numbering System (DUNS) Number .....	5
2.26	Notification Regarding System for Award Management Registration .....	5
3.	TERMS AND CONDITIONS .....	6
3.1	Orders .....	6
3.2	Inspection and Acceptance .....	6
3.3	Support Provided by Government .....	6
3.4	Excusable Delays .....	6
3.5	Limitation of Liability .....	7
3.6	Invoices .....	7

3.7	Payment .....	7
3.8	Resumes .....	7
3.9	Travel .....	7
3.10	Incidental Support Costs .....	7
3.11	Purchase of Non-Schedule Items .....	7
4.	ORDERING PROCEDURES .....	8
5.	SIN Descriptions .....	11
5.1	Large Category: Professional Services .....	11
5.2	Large Category: Facilities .....	11
6.	Labor Category Descriptions .....	13
6.1	Non-Service Contract Act Labor Categories .....	13
6.2	Service Contract Act Labor Categories .....	31
7.	Service Contract Act Matrix .....	65
8.	Pricing .....	69

## 1. GENERAL SERVICES ADMINISTRATION

### 1.1 Schedule Price List

This document is Management Consulting, Inc.'s GSA Federal Supply Schedule Authorized Federal Supply Schedule Price List.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system.

The INTERNET address for GSA Advantage! is: <http://www.gsaadvantage.gov>.

### 1.2 Schedule Title

Federal Supply Group: Professional Services

Contract Number: GS-00F-042CA  
Contract Period: 2/11/2015 – 2/10/2025  
Pricing Effective: Price list current as of Modification # PS-A812 effective 20 April 2020

Contractor: Management Consulting, Inc. (MANCON)  
Contractor Address: 1961 Diamond Springs Rd  
Virginia Beach, VA 23454  
(757) 460-6308 (Office)  
(888) 892-0787 (Toll Free)  
(757) 457-9339 (Fax)

Contractor Web Site: [www.manconinc.com/gsa.aspx](http://www.manconinc.com/gsa.aspx)  
Contractor Size: Large  
DUNS Number: 11-3377659  
Cage Code: 3X778  
Tax ID Number: 54-1244651

Contract Administrator: Bart Consford  
[bconsford@manconinc.com](mailto:bconsford@manconinc.com)  
(757) 457-9304

## 2. CUSTOMER INFORMATION

### 2.1.a Table of Awarded SINs

SIN	Recovery	SIN Description
541611	541611 RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614	541614 RC	Deployment, Distribution and Transportation Logistics Services
541614SVC	541614SVC RC	Supply and Value Chain Management
561210FS	561210FS RC	Facilities Support Services
OLM	OLM RC	Order Level Materials

See Section 6. for Labor Category Descriptions and Section 8 for Pricing.

### 2.1.b Customer Information Item 1.b

Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

### 2.1.c Customer Information Item 1.c

If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

## 2.2 Maximum Order

Maximum Order Limitation: \$1,000,000.

Orders may exceed this amount; however, this is the threshold where ordering activities may seek a price reduction.

## 2.3 Minimum Order

Minimum Order Limitation: \$100.

## **2.4 Geographic Coverage**

Domestic and Overseas.

## **2.5 Point(s) of Production (city, county, and state or foreign country)**

Virginia Beach, VA

## **2.6 Discount from List Prices**

Government net prices (discounts already deducted).

## **2.7 Quantity Discounts**

2% for Task Order over \$5,000,000.

## **2.8 Prompt Payment Terms**

Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

## **2.9 Notification of Government Purchase Card**

(a) Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes.

(b) Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will Accept.

## **2.10 Foreign Items**

None

## **2.11 Time of Delivery**

The time of delivery will be specified in accordance with each task order. MANCON can expedite delivery as required by the customer.

## **2.12 F.O.B. Point(s)**

Destination

### **2.13.a Order Address**

Management Consulting, Inc. (MANCON)  
1961 Diamond Springs Road  
Virginia Beach, VA 23455  
(757) 460-6308 (Office)

(888) 892-0787 (Toll Free)  
(757) 547-9339 (FAX)

### **2.13.b Ordering Procedures**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

### **2.14 Payment Address**

Management Consulting, Inc. (MANCON)  
1961 Diamond Springs Road  
Virginia Beach, VA 23455  
(757) 460-6308 (Office)  
(888) 892-0787 (Toll Free)  
(757) 547-9339 (FAX)

### **2.15 Warranty Provision**

Commercial Standard Warranty

### **2.16 Export Packing Charges**

Not Applicable

### **2.17 Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level)**

Contact MANCON

### **2.18 Terms and Conditions of Rental, Maintenance, and Repair**

Not Applicable

### **2.19 Terms and Conditions of Installation**

Not Applicable

### **2.20 Terms and Conditions of Repair Parts**

Not Applicable

### **2.21 List of Service and Distribution Points**

Not Applicable

### **2.22 List of Participating Dealers**

Not Applicable

**2.23 Preventive Maintenance**

Not Applicable

**2.24.a Environmental Attributes**

Not Applicable

**2.24.b Section 508 Compliance Information on Electronic and Information (EIT) Supplies and Services**

Not Applicable

**2.25 Data Universal Numbering System (DUNS) Number**

MANCON's DUNS number is 11-3377659.

**2.26 Notification Regarding System for Award Management Registration**

MANCON is registered.



### **3. TERMS AND CONDITIONS**

#### **3.1 Orders**

Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. All services and deliveries shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19, Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

#### **3.2 Inspection and Acceptance**

Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. All services and deliveries shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19, Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

#### **3.3 Support Provided by Government**

As determined by the ordering agency, the contractor shall have reasonable access to:

- a. Government publications; archival materials; videotape, film, photo, and graphic art repositories; and Government employees as is necessary and appropriate to satisfy the contractor's information requirements in completing project work.
- b. Managers and employees within agencies where work is being performed who are essential to carrying out contractual obligations; subject matter experts to advise and assist the contractor with respect to technical aspects of operating systems selected for improvement; and physical support for carrying out work, such as room space, utility services drawn from existing sources, and currently available instructional equipment such as computer terminals and audio-visual display devices when such use does not conflict with the organization's operational schedule.
- c. Technical reference material not subject to Privacy Act restrictions.

#### **3.4 Excusable Delays**

The contractor will be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the contractor and without its fault or negligence, such as acts of God or the public enemy, actions of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The contractor shall notify the contracting officer in writing as soon as is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

### **3.5 Limitation of Liability**

Except as otherwise provided by an express or implied warranty, the contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

### **3.6 Invoices**

The contractor, upon completion of the work ordered, shall submit invoices for MOBIS work. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

### **3.7 Payment**

Payment will be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment.

### **3.8 Resumes**

Resumes will be provided to the ordering agency upon request.

### **3.9 Travel**

Any contractor travel required in the performance of MOBIS services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) of travel. Established Federal Government per diem rates will apply to all contractor travel. Contractors cannot use GSA city pair contracts.

### **3.10 Incidental Support Costs**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR and will be burdened with MANCON's G&A rate.

### **3.11 Purchase of Non-Schedule Items**

The purchase of incidental, non-schedule items being acquired in the same procurement is allowable so long as the cost of the non-schedule item(s) is small/insignificant compared to the total cost of the procurement. The utilization of this provision is left to the discretion of each schedule user. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

## 4. ORDERING PROCEDURES

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a schedule. GSA has established special ordering procedures for services that are priced on schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

### 1. Prepare a Request for Quotes

- a. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptable criteria, and any special requirements (security clearances, travel, special knowledge, etc.) should be prepared.
- b. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour quote may be requested.
- c. The firm fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations or as a fixed price incidental item. A ceiling price must be established for labor hour orders.
- d. The request for quotes may request the contractor, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- e. The request for quotes shall notify the contractor what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria, including the intended use of past performance factors.

### 2. Transmit the Request for Quotes to Contractors

a. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates, and other factors such as contractors' locations, as appropriate).

b. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

### 3. Evaluate Quotes and Select Contractor to Receive an Order

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the service that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

a. **Single BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for services arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

b. **Multiple BPAs:** When the ordering office determines that multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in 2.b above and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

c. **Periodic BPA Review:** BPA reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

#### 4. Small Business Preference

The ordering office should give preference to small business concerns when two or more contractors can provide the service at the same firm fixed price or ceiling price.

#### 5. Best Value Selection

When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

#### 6. Selection Documentation

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm fixed price order is placed, such documentation should include the basis for the determination to use a labor hour order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any tradeoffs made in making the selection.

## 5. SIN DESCRIPTIONS

### 5.1 Large Category: Professional Services

#### **Business Administrative Services**

##### ***SIN 541611 and 541611 RC - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services***

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

#### **Logistical Services**

##### ***SIN 541614 & 541614 RC - Deployment, Distribution and Transportation Logistics Services***

Services include the following: Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.

##### ***SIN 541614SVC & 541614SVC RC - Supply and Value Chain Management***

Includes supply and value chain management, which involves all phases of the planning, acquisition, and management of logistics systems.

### 5.2 Large Category: Facilities

#### **Facilities Services**

##### ***SIN 561210FS & 561210FS RC Facilities Support Services***

Providing operating staff to perform a combination of support services within an agency's facilities that include planning, designing, managing, operating and maintaining reliable and efficient

systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs.

Examples include providing a combination of services, such as complete turnkey operations, maintenance and support services, Base facilities operation support services (excluding computer operations), depot maintenance, preventative maintenance planning, fleet/property management and maintenance, mobile utility support equipment operation, maintenance and repair, strategic account/project management, integrated facility management and operations management support., janitorial, maintenance, trash disposal, guard and security, mail routing, reception, laundry, and related services to support operations within facilities.



## 6. LABOR CATEGORY DESCRIPTIONS

### 6.1 Non-Service Contract Act Labor Categories

#### **Position Title: Senior (Executive) Consultant**

**Functional Duties / Responsibilities:** The Senior (Executive) Consultant provides expertise, guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized deep expertise involving business, technology, public policy and administration, or management. The Senior Consultant can work individually or in a team framework that can include Mid Consultants and Junior Consultants. Working within a team concept the Senior Consultant possesses proven personnel management skills to serve as the leader of consulting unit that can include Mid Consultant(s) and Junior Consultant(s). Typically, the Senior Consultant functions in a strategic process on the most complex engagements by identifying challenges, developing solutions, assigning responsibilities, and communicating with senior level stakeholders.

**Minimum Experience/Education:** Bachelor's Degree in one of the required functional areas and 20 years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

#### **Position Title: Mid Consultant**

**Functional Duties / Responsibilities:** The Mid Consultant provides expertise, guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized deep expertise involving business, technology, public policy and administration, or management. The Mid Consultant can work individually or in a team framework that can include Senior Consultant(s), Mid Consultants and Junior Consultant(s). Within a team the Mid Consultant can provide leadership and guidance to others involved with the engagement that can include Mid Consultant(s) and Junior Consultant(s). The Mid Consultant completes assignments within the scope of the engagement tasks within the scope of the complex engagements and assists in the identification of challenges, development of solutions, assigning responsibilities when acting in a leadership capacity, and communicating with operational level stakeholders of the client and senior management leadership.

**Minimum Experience/Education:** Bachelor's Degree in one of the required functional areas and sixteen (16) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

#### **Position Title: Junior Consultant**

**Functional Duties / Responsibilities:** The Junior Consultant serves as a part of a team of consulting team for one or more project tasks that provides expertise, guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized deep expertise in such fields as business, technology, public policy and administration, or management. The Junior Consultant works within a team concept taking direction from a Senior Consultant and/or Mid Consultant to complete engagement tasks using analytical and business process tools.



**Minimum Experience/Education:** Bachelor's Degree in one of the required functional areas and twelve (12) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

**Labor Category: Senior Program Analyst**

**Functional Duties / Responsibilities:** Responsible for planning, analyzing and evaluating the effectiveness of the operations of the most complex, large scale programs. The Senior Program Analyst is adept at and highly experienced in utilizing advanced qualitative and quantitative analytical skills in analyzing, evaluating, and improving the effectiveness of the operations. The major duties of this position include employing advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations. The Senior Program Analyst can work individually or in a team framework in which the team can include other Analysts.

**Minimum Experience/Education:** Bachelor's Degree in one of the required functional areas and sixteen (16) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

**Labor Category: Mid Program Analyst**

**Functional Duties / Responsibilities:** Responsible in the planning, analyzing and evaluating the effectiveness of the operations of moderately complex programs or assisting the Senior Program Analyst with the most complex, large scale programs. The Mid Program Analyst utilize qualitative and quantitative analytical skills in analyzing, evaluating, and improving the effectiveness of the operations. The major duties of this position include employing qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations. The Mid Program Analyst typically is assigned tasks by a Senior Program Analyst but can work individually on moderately complex programs.

**Minimum Experience/Education:** High School or GED and or sixteen (16) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

**Labor Category: Junior Program Analyst**

**Functional Duties / Responsibilities:** The Junior Program Analyst assist in the collection, analysis, and evaluation of data regarding the effectiveness of the operating programs. The Junior Program Analyst takes direction from a Senior Program Analyst and/or Mid Program Analyst. The Junior Program Analyst utilizes qualitative and quantitative analytical skills to assist in analyzing, evaluating, and improving the effectiveness of the operations. The major duties of this position include employing qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of program operations.

**Minimum Experience/Education:** High School or GED and twelve (12) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

**Labor Category: MOBIS Program Manager**

**Functional Duties/Responsibilities:** Provide senior level oversight to contract and individual delivery orders. Authority to obligate prime contractor resources and coordinate the obligation of subcontractor team member resources. Responsible for overall cost, schedule and performance of all delivery orders under the contract.

**Minimum Experience/Education:** Bachelor's Degree in one of the required functional areas, Project Management Professional (PMP) credential, and sixteen (16) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

**Labor Category: Senior Research Analyst**

**Functional Duties/Responsibilities:** Manages research projects to ensure successful completion of tasks on time and within budget. Maintains relationships with Project Managers. May include subject matter experts with particular functional expertise.

**Minimum Experience/Education:** Bachelor's Degree in one of the required functional areas and twelve (12) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

**Labor Category: Senior Communication Specialist**

**Functional Duties / Responsibilities:** The Senior Communication Specialist provides leadership in responding to information and communication requests, creation and implementation of communication strategies, and developing communication campaigns to illicit specific actions/reactions in specific target markets such as public congressional liaison or environmental policy. The Senior Communication Specialist may employ high-level statistical research and performance measurement; planning and control systems; multi-faceted communication mediums and media touch points. Additionally, the Senior Communication Specialist will be responsible for planning and conducting special studies, personally or through team members, providing advice, assisting and evaluating policies.

**Minimum Experience/Education:** Bachelor's Degree in one of the required functional areas and twelve (12) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, or Public Policy.

**Labor Category: Junior Communication Specialist**

**Functional Duties / Responsibilities:** The Junior Communication Specialist provides assistance to the Senior Communication Specialist responding to information and communication requests, creation and implementation of communication strategies, and developing communication campaigns to illicit specific actions/reactions in specific target markets such as public congressional liaison or environmental policy. Those may include, but are not limited to: statistical research and performance measurement; planning and control systems. The Junior

Communication Specialist will assist the Senior Communication Specialist in planning and conducting special studies, providing advice, assisting and evaluating policies.

**Minimum Experience/Education:** High School or GED and twelve (12) years of relevant experience in related area of expertise in one of the functional areas or related disciplines within Business, Communications, or Public Policy.

**Labor Category: Senior Analyst**

**Functional Duties / Responsibilities:** Provide senior functional and technical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques or outsourcing initiatives. Formulate and design cost effective strategies to meet customer objectives. Leads and participates in facilitation workshops. Refine curriculum and deliver platform instruction related to subject matter expertise. Must be capable to provide problem definition and resolution.

**Minimum Experience/Education:** Bachelor's Degree in one of the required functional areas and twelve (12) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, or Public Policy.

**Labor Category: Mid Analyst**

**Functional Duties / Responsibilities:** Provide functional and technical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques or outsourcing initiatives. Assist in the presentation of workshops, seminars, training sessions and A-76 documentation. Assist in the facilitation of process improvement efforts. Responsible for data collection, modeling, analysis, and documentation as required.

**Minimum Experience/Education:** High School or GED and twelve (12) years of relevant experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

**Labor Category: Junior Analyst**

**Functional Duties / Responsibilities:** Participates in data collection, modeling, analysis, documentation and product generation. Organizes and translates data into information for studies, reports, and documentation. Conducts analyses including defining parameters of requested data output and analysis. Provides research support and platform instruction related to technical topics. Assists in preparation of reports, briefings, training materials and documentation deliverables.

**Minimum Experience/Education:** High School or GED and eight (8) years of relevant experience in related area of expertise and four (4) years of experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, or Human Capital applications.

**Labor Category: Senior Administrative Assistant**

**Functional Duties / Responsibilities:** May manage an administrative or business office and provides administrative and clerical duties. Develops, writes, and edits material for reports, manuals, briefs, proposals, training courses and other related documents. Provides technical

editing by reviewing grammar, writing styles and syntax of correspondence documents and reports. Provides graphical and technical support as needed.

**Minimum Experience/Education:** High School or GED and twelve (12) years of relevant experience and demonstrated commitment to excellence in administrative or office management functions, experience with Microsoft Office products or equivalent.

**Labor Category: Functional Analyst I**

Must have 4 years' experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance, storage and distribution and transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems.

Minimum Education: Bachelor Degree

Minimum Experience: 4 Years

Education Substitution Methodology: 2 Years with a Masters Degree; PhD Degree; 10 Years with no college degree

**Labor Category: Functional Analyst II**

Must have 6 years' experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance, storage and distribution and transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems.

Minimum Education: Bachelor's Degree

Minimum Experience: 6Years

Education Substitution Methodology: 4 Years with a Masters Degree; 2 Years with a Ph.D Degree, 12 Years with no college degree

**Labor Category: Functional Analyst III**

Must have 10 years' experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance,

storage and distribution and transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems.

Minimum Education: Bachelor's Degree in Business, Engineering or Sciences

Minimum Experience: 10 Years

Education Substitution Methodology: 8 Years with a Masters Degree; 6 Years with a Ph.D Degree; 16 Years with no college degree

**Labor Category: HAZMAT Specialist I**

Identify, investigate and enforce compliance with Federal, State and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have current hazardous material training and certifications in accordance with Title 49 CFR and 4 years' experience working in this discipline.

Minimum Education: High School Diploma

Minimum Experience: 4 Years

Education Substitution Methodology: Any Degree with appropriate hazardous material training and certification

**Labor Category: HAZMAT Specialist II**

Identify, investigate and enforce compliance with Federal, State and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have current hazardous material training and certifications in accordance with Title 49 CFR and 8 years' experience working in this discipline.

Minimum Education: High School Diploma

Minimum Experience: 8 Years

Education Substitution Methodology: Any Degree with appropriate hazardous material training and certification

**Labor Category: HAZMAT Specialist III**

Identify, investigate and enforce compliance with Federal, State and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have current hazardous material

training and certifications in accordance with Title 49 CFR and 10 years' experience working in this discipline.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 Years

Education Substitution Methodology: 8 Years with a Masters Degree; 6 Years with a Ph.D Degree; 16 Years with no college degree

**Labor Category: ILS Specialist I**

Creates and helps execute plans for the integrated logistics support (ILS) of complex systems. Analyzes the adequacy and effectiveness of current and proposed logistics support provisions for complex systems. Where required, supervises other logistics personnel in executing assigned tasks. Experience includes, but is not limited to, performing supply management functions in an automated logistics management environment. Duties may include providing technical and administrative direction for personnel performing logistics automation functions and performing supply management functions in an automated logistics environment.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 Years

Education Substitution Methodology: 2 Years with a Masters Degree, a Ph.D Degree; 10 Years with no college degree

**Labor Category: ILS Specialist II**

This classification performs multiple facets of Integrated Logistic Support (ILS) programs for client hardware programs in all phases of acquisition as well as throughout the life cycle. Routine work is performed without supervision. More complex tasks will be monitored by senior personnel. Other combinations of experience and education that meet the minimum qualifications may be substituted

Essential functions/knowledge are:

- Researches and writes new or revised ILS Plans
- Conducts ADHOC studies and analyses as directed.
- Attends ILS progress meetings.
- Prepares written procedures and directives.
- ILS data processing systems.
- ILS facets including provisioning, manuals, training, analyses, and transportation.
- Design and layout of critical path.
- Principles and techniques of program planning.
- Block diagramming and detailed flow-charting.
- Methods and systems analysis.
- Principles and application of statistical methods.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 Years



Education Substitution Methodology: 4Years with a Masters Degree; 2 Years with a Ph.D Degree;  
12 Years with no college degree

**Labor Category: ILS Specialist III**

This classification performs multiple facets of Integrated Logistic Support (ILS) programs for client hardware programs in all phases of acquisition as well as throughout the life cycle. Most work is performed without supervision. May supervise the work of other contractor logistics personnel. Other combinations of experience and education that meet the minimum qualifications may be substituted

Essential functions/knowledge are:

- Researches and writes new or revised ILS Plans
- Conducts ADHOC studies and analyses as directed.
- Attends or chairs ILS progress meetings.
- Prepares written procedures and directives.
- ILS data processing systems.
- ILS facets including provisioning, manuals, training, analyses, and transportation.
- Design and layout of critical path.
- Principles and techniques of program planning.
- Block diagramming and detailed flow-charting.
- Methods and systems analysis.
- Principles and application of statistical methods.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 Years

Education Substitution Methodology: 6Years with a Masters Degree; 4 Years with a Ph.D Degree;  
14 Years with no college degree

**Labor Category: Logistician I**

Works as fully contributing member of cross-functional integrated team. Requires only general supervision to attain task objectives. Collects and analyses data to develop accurate logistics information in support of operational, developmental, system acquisition and deployment objectives. Plans, analyses and supports requirements definition and develops administrative, managerial and technical solutions. Develops recording and reporting processes and supports client management and project review activities. Eight (8) years of related experience providing assistance and consulting services in logistics support functions, including provisioning, logistic support analysis, life cycle cost, test and evaluation, system analysis and design, support equipment, maintenance planning and development and validation of provisioning, sustainment and support technical documentation. Familiar with client requirements, documentation, including specifications, standards and acquisition and sustainment regulations, practices and policies.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 Years

Education Substitution Methodology: 6 Years with a Masters Degree; 4 Years with a Ph.D Degree; 14 Years with no college degree

### **Labor Category: Logistician II**

Works as fully contributing member of cross-functional integrated team. Requires only general supervision to attain task objectives. Collects and analyses data to develop accurate logistics information in support of operational, developmental, system acquisition and deployment objectives. Plans, analyses and supports requirements definition and develops administrative, managerial and technical solutions. Develops recording and reporting processes and supports client management and project review activities. Up to 12 years of related experience providing assistance and consulting services in logistics support functions, including provisioning, logistic support analysis, life cycle cost, test and evaluation, system analysis and design, support equipment, maintenance planning and development and validation of provisioning, sustainment and support technical documentation. Familiar with client requirements, documentation, including specifications, standards and acquisition and sustainment regulations, practices and policies. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. A Bachelor's degree or equivalent is required. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Minimum Education: Bachelor's Degree

Minimum Experience: 12 Years

Education Substitution Methodology: 10 Years with a Masters Degree; 8 Years with a PhD Degree; 18 Years with no college degree

### **Labor Category: Logistician III**

Functional Responsibility: Works as fully qualified technical contributor. May lead cross-functional integrated teams. Requires minimal supervision. Designs, plans and implements data collection and analysis processes to develop accurate and sufficient Logistics and system sustainment information in support of client operational, test and evaluation, developmental, system acquisition and deployment objectives. Plans and manages all components of integrated logistics support to ensure successful system acquisition, production, deployment and life cycle sustainment. Prepares project/program management reports and project/program review activities. Ten (10) years of related experience providing assistance and consulting services in logistics and sustainment support functions, including provisioning, Logistic Support Analysis, life cycle cost, test and evaluation, system analysis and design, data management, support equipment, maintenance planning and development and validation of provisioning, sustainment and support technical documentation. Thorough understanding of client requirements, documentation, including specifications, standards and acquisition and sustainment technical regulations, practices and policies. A graduate degree or equivalent; Advanced degree/professional Logistician certification desirable.



Minimum Education: Master's Degree

Minimum Experience: 10 Years

Education Substitution Methodology: 6 Years with a Ph.D Degree; 20 Years with no college degree

**Labor Category: Packaging Engineer I**

Provide design, evaluation, costing and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers and senior management will occur. Four year Packaging Degree with a minimum of 4 years project management experience. Must possess AUTOCAD 14 or 2000 experience.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 Years

Education Substitution Methodology: 2Years with a Masters Degree; a PhD Degree; 12 Years with no college degree

**Labor Category: Packaging Engineer II**

Provide design, evaluation, costing and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers and senior management will occur. Four year Packaging Degree with a minimum of 8 years project management experience. Must possess AUTOCAD 14 or 2000 experience.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 Years

Education Substitution Methodology: 6 Years with a Masters Degree; 4 Years with a Ph.D Degree; 14 Years with no college degree

**Labor Category: Packaging Engineer III**

Provide design, evaluation, costing and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers and senior management will occur. Four year Packaging Degree with a minimum of 10 years project management experience. Must possess AUTOCAD 14 or 2000 experience.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 Years

Education Substitution Methodology: 8 Years with a Masters Degree; 6 Years with a Ph.D Degree; 16 Years with no college degree

### **Labor Category: Program Manager I**

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have 8 years' experience within a specific business or technical management discipline and at least 4 years' experience in managing or supervising a work force.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 Years

Education Substitution Methodology: 6 Years with a Masters Degree; 4 Years with a Ph.D Degree; 14 Years with no college degree

### **Labor Category: Program Manager II**

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have 10 years' experience within a specific business or technical management discipline and at least 4 years' experience in managing or supervising a work force.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 Years

Education Substitution Methodology: 8Years with a Masters Degree; 6 Years with a Ph.D; 16 Years with no college degree

### **Labor Category: Program Manager III**

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have 12 years' experience within a specific business or technical management discipline and at least 6 years' experience in managing or supervising a work force.

Minimum Education: Bachelor's Degree

Minimum Experience: 12 Years

Education Substitution Methodology: 10Years with a Masters Degree; 8 Years with a Ph.D Degree, 18 Years with no college degree

### **Labor Category: Program Manager IV**

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have 14 years' experience within a specific business or technical management discipline and at least 10 years' experience in managing or supervising a work force.

Minimum Education: Bachelor's Degree in Business, Engineering or Sciences

Minimum Experience: 14 Years

Education Substitution Methodology: 12 Years with a Masters Degree; 10 Years with a PhD. Degree; 20 Years with no college degree

### **Labor Category: Program Manager V**

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have 18 years' experience within a specific business or technical management discipline and at least 10 years' experience in managing or supervising a large work force. The candidate must have 20 years' experience within a specific business or technical management discipline and at least 10 years' experience in managing or supervising a work force.

Minimum Education: Bachelor's Degree

Minimum Experience: 18 Years

Education Substitution Methodology: 16 Years with a Masters Degree; 14 Years with a Ph.D Degree; 24 Years with no college degree

### **Labor Category: Project Supervisor I**

Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have 4 years of experience in a specific logistics discipline and 2 years' experience as a team leader or supervisory.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 Years

Education Substitution Methodology: 2 Years with a Master Degree; 10 Years with no college degree

---

**Labor Category: Project Supervisor II**

Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have 10 years of experience in a specific logistics discipline and 4 years' experience as a team leader or supervisory.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 Years

Education Substitution Methodology: 8 Years with a Master Degree; 6 Years with a Ph.D Degree; 16 Years with no college degree

**Labor Category: Project Supervisor III**

Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have 12 years of experience in a specific logistics discipline and 6 years' experience as a team leader or supervisory.

Minimum Education: Bachelor's Degree

Minimum Experience: 12 Years

Education Substitution Methodology: 10 Years with a Mater Degree; 8 Years with a Ph.D Degree; 18 Years with no college degree

**Labor Category: Supply Analyst I**

Include workers who analyze management, operational problems, develop business methods and procedures, including accounting systems, file systems, office systems, logistics systems, and production schedules. Analyze specific problems or aspects of automated supply maintenance/operations working with applicable files, reports, and interfacing with other logistics personnel. Performs significant portions of technical functions similar to those of senior Supply Analysts. The Supply Analyst I shall have a minimum of two years of experience in a combination of management information systems software programming, design and/or analysis of logistics automated information systems.

Minimum Education: Associate Degree

Minimum Experience: 2 Years

Education Substitution Methodology: A Bachelor Degree or Master Degree, 10 Years with no college degree

**Labor Category: Supply Analyst II**

Responsible for overseeing tasking requirements, evaluating current supply operations and functions, and instructing subordinates. Prepares written reports/presentations to management indicating solutions or possible alternatives in rank of desirability and probability of success.

Develops, analyzes, conducts operational audits. Prepares follow-up reports evaluating effectiveness of system implementations. Determines topics, target audiences, and resources necessary to develop and present automated supply systems courses. The Supply Analyst II shall have eight years of experience in automated supply, logistics, inventory management, financial management and the functionality of the automated supply systems; and two years of experience as a senior-level analyst and a supervisor or team leader. Senior-level analysis is defined as technical performance wherein work is subject to limited direct supervision as products/recommendations are generally accepted as submitted. Shall have three years of experience in automated supply, logistics, inventory, and financial management and the functionality of logistics and/or supply AIS.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 Years

Education Substitution Methodology: 1 Year with a Masters Degree; a PhD. Degree; 12 Years with no college degree

### **Labor Category: Supply Analyst III**

Responsible for overseeing tasking requirements, evaluating current supply operations and functions, and instructing subordinates. Prepares written reports/presentations to management indicating solutions or possible alternatives in rank of desirability and probability of success. Develops, analyzes, conducts operational audits. Prepares follow-up reports evaluating effectiveness of system implementations. Determines topics, target audiences, and resources necessary to develop and present Navy automated supply systems courses. The Supply Analyst III shall have eight years of experience in automated supply, logistics, inventory management, financial management and the functionality of the automated supply systems; and two years of experience as a senior-level analyst and a supervisor or team leader. Senior-level analysis is defined as technical performance wherein work is subject to limited direct supervision as products/recommendations are generally accepted as submitted.

Minimum Education: Master Degree

Minimum Experience: 8 Years

Education Substitution Methodology: 6 Years with a Ph.D Degree; 18 Years with no college degree

### **Labor Category: Transportation Manager**

Duties include short and long- range transit planning, developing routes, coordinating scheduling systems, developing and monitoring a fleet maintenance program, supervising drivers, clerical and trainee staff, and vehicle safety programs. Receives transportation requests from eligible clients, supervises the scheduling of driver assignments, and dispatches drivers and vehicles. Analyzes client needs and makes recommendations for developing, implementing, improving, and expanding transportation services, programs, and policies; Updates mileage, usage, transportation, vehicle, and other related reports and records; maintains liaison with other agencies in order to avoid duplication of services. Enforces city and state policies, rules and regulations pertaining to the transportation program. Three years of administrative experience in transportation system

operations, which includes two years directing planning and operations activities including fleet specification development, vehicle maintenance, and supervision of drivers and a Bachelor's Degree. Must have current hazardous material training and certifications in accordance with Title 49 CFR.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 Years

Education Substitution Methodology: 2 Years with a Masters Degree; a Ph.D Degree; 10 Years with no college degree

### **Labor Category: Computer Programmer I**

Shall assist higher-level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments under close supervision. In addition, to assisting higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff. May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

Minimum Education: High School Diploma or GED

### **Labor Category: Computer Programmer II**

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Shall perform routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear-cut and complete specifications. Maintains and modifies routine programs. May write routine new programs using prescribed specifications. May confer with EDP personnel to clarify procedures, processing logic, etc. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change/ and implements the change upon approval of the supervisor or higher-level staff. Reviews objectives and assignment details with higher level staff to ensure thorough understanding; uses judgement in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards. Reviews objectives and assignment details with higher-level staff to ensure thorough understanding; uses judgment in selecting among authorized procedures and seeks



assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

Minimum Education: High School Diploma or GED

### **Labor Category: Computer Programmer III**

Shall apply standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Shall work according to approved statements of requirements and detailed specifications. While the data are clear-cut, related and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Performs such duties as: develops, modifies and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. In addition, may carry out fact-finding and programming analysis or a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments.

Minimum Education: High School Diploma or GED

### **Labor Category: Computer Programmer IV**

Shall apply expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Shall assign programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Shall plan the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Shall use knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. Shall perform such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within

programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.

Shall perform such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project. Shall work independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Shall modify and adapt precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower-level programmers or technicians on assigned work.

Minimum Education: High School Diploma or GED

### **Labor Category: Computer Systems Analyst I**

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Shall provide several phases of the required systems analysis where the nature of the system is predetermined. Shall use established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. Shall perform fact finding and analysis, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher-level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher-level analyst; may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.

Minimum Education: High School Diploma or GED

### **Labor Category: Computer Systems Analyst II**

Shall apply systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank; maintaining accounts receivable in a retail



establishment; maintaining inventory accounts in a manufacturing or wholesale establishment; or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system. Reviews proposals, which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis, which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and, upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower-level assistants on assigned work.

Minimum Education: High School Diploma or GED

### **Labor Category: Computer Systems Analyst III**

Shall apply systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower-level analysts, each responsible for several programs. Supervision and nature of review are similar to Level II; existing systems provide precedents for new subsystems.

Minimum Education: High School Diploma or GED

## **6.2 Service Contract Act Labor Categories**

### **Labor Category: 01011 Accounting Clerk I**

Shall perform very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor for all matters not covered by instructions. This position is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Minimum Education: High School Diploma or GED

### **Labor Category: 01012 Accounting Clerk II**

Shall perform one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to ensure completeness and accuracy of data; proper identification of accounts; checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheet where employee identifies proper accounts and items to be posted; and, coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Minimum Education: High School Diploma or GED

### **Labor Category: 01013 Accounting Clerk III**

This position requires a knowledge of double entry bookkeeping in performing, one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other automated system, determining reasons for rejections, and preparing, necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Minimum Education: High School Diploma or GED

### **Labor Category: 01020 Administrative Assistant**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Minimum Education: High School Diploma or GED

## **Labor Category: 23021 Aircraft Mechanic I**

The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.

This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction.

Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft.

Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

Minimum Education: High School Diploma or GED

## **Labor Category: 23022 Aircraft Mechanic II**

This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies

comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals.

Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.

Minimum Education: High School Diploma or GED

### **Labor Category: 23023 Aircraft Mechanic III**

A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation.

This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and sheers, etc. is required.

The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in aircraft logs and records and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

Minimum Education: High School Diploma or GED

### **Labor Category: 23040 Aircraft Mechanic Helper**

Assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties. Adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools. Removes inspection plates, cowlings, engine covers, floorboards and related items to provide access for inspection and repair, and replaces items when work is completed. Disconnects instruments, ignition systems, and fuel and oil lines. Assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural

sections. Performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment. Cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions. Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun. May assist flight line mechanic in servicing and repairing aircraft prior to flight.

Minimum Education: High School Diploma or GED

**Labor Category: 23050 Aircraft Painter**

Coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from aircraft, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface. Masks and covers portions of surfaces not to be painted. Paints insignia, letters or numerals on aircraft surface, using stencils.

Minimum Education: High School Diploma or GED

**Labor Category: 23060 Aircraft Servicer**

Services aircraft, performing any combination of the following tasks. Directs incoming and outgoing aircraft near terminal area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck With guiding sign. Secures aircraft in parking position with blocks and stakes. Operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste. Checks for fuel contamination by draining sumps and fuel drains. Operates ground support equipment such as electrical power supply and engine starting units. Examines tires for specified air pressure and condition. Removes and replaces defective tires. Positions and removes boarding platforms to unload or load aircraft passengers. Unloads and loads luggage, mail, freight, and other cargo, using tow truck with luggage carts. Cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. May deice aircraft wings and assemblies, using glycol mixture. May load and unload containers of food, beverages, and dishes for in-flight meal services. May trace lost luggage for customers and prepare lost baggage claims. May install drag chutes or retrieve them and send them to parachute shop for re-packing.

Minimum Education: High School Diploma or GED

**Labor Category: 23080 Aircraft Worker**

Makes repairs to aircraft following orders of higher grade worker. Removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings; bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, worn cable pulleys, frayed spark plug cables, and burned-out landing lights, using hand tools. Makes adjustments and settings such as cable tension and seat movement settings and adjustments. Obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples. Services engines and aircraft components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition.

Minimum Education: High School Diploma or GED

**Labor Category: 05005 Automobile Body Repairer, Fiberglass**

Repairs damaged fiberglass automobile bodies, using pneumatic tools and knowledge of fiberglass repair techniques. Cuts away damaged fiberglass, using air grinder. Smooths edges of painted surface, using sandpaper or air-powered sander. Masks surrounding undamaged surface, using masking tape. Cuts plastic separating film, using shears, and tapes film to outside repair area. Mixes polyester resin and hardener according to specifications and applies mixture to repair area, using brush. Soaks matting in resin mixture and layers matting over repair area to specified thickness. Peels separating film from repair area and washes repair surface with water. Occasionally secures new panel to repair area, using C-clamp. Applies and spreads body filler manually to reestablish surface. Manually files away excess filler to match original contour. Smooths filler, using air sander. Cleans repair area with air gun.

Minimum Education: High School Diploma or GED

**Labor Category: 05010 Automotive Electrician**

Tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplidyne control units, voltage regulating equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.

Minimum Education: High School Diploma or GED

**Labor Category: 05040 Automotive Glass Installer**

Replaces broken or pitted windshields and window glass in motor vehicles. Removes broken glass by unscrewing frame, using hand tools. Cuts flat safety glass according to specified pattern, using glasscutter. Smooths cut edge of glass by holding against abrasive belt. Applies moisture proofing compound along cut edges and installs glass in vehicle. Weatherproofs window or windshield and prevents it from rattling by installing rubber channeling strips around sides of glass. Installs precut replacement glass to replace curved windows. May replace or adjust parts in window-raising mechanism.

Minimum Education: High School Diploma or GED

**Labor Category: 29010 Blocker And Bracer**

Secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation. Determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. Nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items. Constructs weatherproof shelters over some types of deck loads. Guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. Constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.



Minimum Education: High School Diploma or GED

**Labor Category: 31030 Bus Driver**

Drives bus to transport passengers over specified routes to local or distant points according to time schedule. Assists passengers with baggage and collects tickets or cash fares. Regulations heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.

Minimum Education: High School Diploma or GED

**Labor Category: 23125 Cable Splicer**

Installs, maintains, repairs, and modifies cable systems. Uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems. Prepares and installs distribution equipment. Terminates tip cables on main distribution frames. Installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. Ensures techniques, materials, and accomplishments are according to technical standards, and specifications and engineered directives. Locates, repairs, and/or replaces splice cases. Performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients. Repairs pressure component assemblies and adjusts pressure contractors. Determines course of signal deterioration in voice and data circuits over cable by using test equipment. Interprets compressor meter readings and adjusts controls. Troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.

Minimum Education: High School Diploma or GED

**Labor Category: 23130 Carpenter, Maintenance**

Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma or GED

**Labor Category: 99030 Cashier**

The Cashier receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues

receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

Minimum Education: High School Diploma or GED

**Labor Category: 15050 Computer Based Training (CBT) Specialist**

Has primary responsibility for the effective delivery of instruction by means of computer. During the design phase of Instructional Systems Development (ISD), contributes to the effective use of graphics, windowing, animation, feedback, and branching. Plans, designs, and coordinates the use of the Interactive Video Disc. Uses hardware and software to input data efficiently and to program and restructure both the Computer Aided Instruction and Computer Managed Instructional Programs. Verifies tests and validates computer based courseware.

Minimum Education: High School Diploma or GED

**Labor Category: 14041 Computer Operator I**

Shall work under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Minimum Education: High School Diploma or GED

**Labor Category: 14042 Computer Operator II**

Shall process scheduled routines, which present few or difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems, which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Minimum Education: High School Diploma or GED

**Labor Category: 14043 Computer Operator III**

Shall process a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems, which do not respond to corrective procedures.

Minimum Education: High School Diploma or GED



### **Labor Category: 14044 Computer Operator IV**

Adapts to a variety of nonstandard problems, which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

Minimum Education: High School Diploma or GED

### **Labor Category: 14045 Computer Operator V**

Shall resolve a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment channel configurations to direct processing through or around problems in equipment, circuits, or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

Minimum Education: High School Diploma or GED

### **Labor Category: 01051 Data Entry Operator I**

Shall operate keyboard-controlled data entry device such as keypunch machine or key-operated magnetic tape or disc encoder to transcribe data into a form suitable for computer processing. This position requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment. Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents, which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Minimum Education: High School Diploma or GED

### **Labor Category: 01052 Data Entry Operator II**

Shall operate keyboard-controlled data entry device such as keypunch machine or key-operated magnetic tape or disc encoder to transcribe data into a form suitable for computer processing. This position requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment. Performance of this position requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents.

Minimum Education: High School Diploma or GED

### **Labor Category: 01060 Dispatcher, Motor Vehicle**

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as handtrucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

Minimum Education: High School Diploma or GED

### **Labor Category: 01070 Document Preparation Clerk**

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

Minimum Education: High School Diploma or GED

### **Labor Category: 30061 Drafter/CAD Operator I**

Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Typical assignments include:

1. From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters.
2. From sketches, draws building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
3. Draws simple land profiles from predetermined structural dimensions and reduced survey notes.
4. Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.

Minimum Education: High School Diploma or GED

### **Labor Category: 30062 Drafter/CAD Operator II**

Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.

Typical assignments include:

1. From a layout and manual references, prepares several views of a simple gear system. Obtains dimensions and tolerances from manuals and by measuring the layout.
2. Prepares and revises detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
3. Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations.

Minimum Education: High School Diploma or GED

### **Labor Category: 30063 Drafter/CAD Operator III**

Shall prepare complete sets of complex drawings, which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Shall select required information from precedents, manufacturers' catalogs, and technical guides. Shall independently resolve most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.

Typical assignments include:

1. From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
2. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.

3. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
4. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, performs the following: lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.
5. Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations, which have widely differing functions or requirements.

Minimum Education: High School Diploma or GED

**Labor Category: 30064 Drafter/CAD Operator IV**

Shall work closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Shall perform unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Shall assure that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Shall exercise independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, shall occasionally interpret general designs prepared by others to complete minor details. Shall provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Minimum Education: High School Diploma or GED

**Labor Category: 31043 Driver Courier**

The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered and deliver items to offices and departments within an establishment.

Minimum Education: High School Diploma or GED

**Labor Category: 01090 Duplicating Machine Operator**

Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

Minimum Education: High School Diploma or GED

### **Labor Category: 23160 Electrician, Maintenance**

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma or GED

### **Labor Category: 23181 Electronics Technician, Maintenance I**

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

Minimum Education: High School Diploma or GED

### **Labor Category: 23182 Electronics Technician, Maintenance II**

Maintains, repairs, and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and mainframe computers and terminals; industrial, medical, measuring and controlling equipment; satellite equipment; and industrial robotics devices. Applies technical knowledge of electronics principles in determining causes of equipment malfunctions and applies skill in restoring equipment operations. Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the inter-relationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

Minimum Education: High School Diploma or GED

### **Labor Category: 23183 Electronics Technician, Maintenance III**

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such

problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

Minimum Education: High School Diploma or GED

**Labor Category: 30090 Environmental Technician**

Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi processed or processed water, industrial wastewater, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Minimum Education: High School Diploma or GED

**Labor Category: 21020 Forklift Operator**

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. Requires a forklift license to operate a vehicle.

Minimum Education: High School Diploma or GED

**Labor Category: 23311 Fuel Distribution System Mechanic**

Maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments. Inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges such as distribution lines, float gauges, piping valves, pumps, and roof sumps. Inspects electrical wiring,



switches, and controls for safe-operating condition, grounding, and adjustment. Lubricates and repacks valves. Lubricates pumps, replaces gaskets, and seals and corrects pumping equipment misalignment. Cleans strainers and filters, services water separators, and checks meters for correct delivery and calibration. Overhauls system components such as pressure regulating valves and excess valves. Disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them. Removes and installs equipment such as filters and piping to modify system or repair and replace system component. Cleans fuel tanks and distribution lines. Removes corrosion and repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Maintains record of inspections and repairs.

Minimum Education: High School Diploma or GED

**Labor Category: 23312 Fuel Distribution System Operator**

Receives, stores, transfers, and issues fuel through pipelines at main-line or terminal stations. Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ship's documents. Connects lines, grounding wires, and loading and offloading arms or hoses to pipelines. Visually inspects samples of fuel and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels. Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems. Assists in maintenance of government-owned railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

Minimum Education: High School Diploma or GED

**Labor Category: 01111 General Clerk I**

Shall follow detailed procedures in performing, simple repetitive tasks in the same sequence, such as filing recorded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Minimum Education: High School Diploma or GED

**Labor Category: 011126 General Clerk II**

Shall follow a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening, mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required but the clerk needs to choose the proper procedure for each task.

Minimum Education: High School Diploma or GED

**Labor Category: 01113 General Clerk III**

This position requires a familiarity with the terminology of the office unit. Shall make selections of appropriate methods from a wide-variety of procedures or makes simple adaptations and interpretation of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.



Minimum Education: High School Diploma or GED

**Labor Category: 23370 General Maintenance Worker**

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Knowledge and skills to include, but not be limited to replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken windowpanes; and performing general maintenance on equipment and machinery. Contractor must possess the knowledge and skills to incorporate energy conservation practices and procedures.

Minimum Education: High School Diploma or GED

**Labor Category: 15080 Graphic Artist**

Serves as a consulting member of an Interactive Courseware (ICW) development team. Determines requirements for computer graphics and integrates them in the ICW. Tests and performs quality control.

Minimum Education: High School Diploma or GED

**Labor Category: 29020 Hatch Tender**

Signals Winch Operator (water trans.) to transfer cargo from dock to ship's hold or from ship's hold to dock. Observes workers attaching or detaching slings to or from loads to determine moment for signaling. Waves arms to indicate ready signal for transfer of cargo. May alternate jobs with Winch Operator.

Minimum Education: High School Diploma or GED

**Labor Category: 23410 HVAC Mechanic: (Heating, Refrigeration And Air-Conditioning)**

Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using

gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Minimum Education: High School Diploma or GED

**Labor Category: 23430 Heavy Equipment Mechanic**

Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

Minimum Education: High School Diploma or GED

**Labor Category: 23440 Heavy Equipment Operator**

Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers and large industrial tractors with pan or scraper attachments. Equipment is used to excavate, load or move dirt, gravel or other material. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment. Operates cranes to move material, merchandise or equipment and load/unload material, merchandise to or from transportation devices. Operators shall be licensed in accordance with local, state, or federal laws.

Minimum Education: High School Diploma or GED

**Labor Category: 11150 Janitor**

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

1. Workers who specialize in window washing.
2. Housekeeping staff who make beds and change linens as a primary responsibility.
3. Workers required to disassemble and assemble equipment in order to clean machinery.
4. Workers who receive additional compensation to maintain sterile facilities or equipment.

Minimum Education: High School Diploma or GED preferred; not required.

**Labor Category: 23470 Laborer**

Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. Such knowledge and skills include, but are not limited to loading and unloading trucks, and other conveyances; moving supplies and materials to proper location by wheelbarrows or handtrucks; stacking materials for storage or binning; collecting refuse and salvageable materials. Digging, filling, and tamping earth excavations; leveling ground using pick, shovel, tamper and rake; shoveling concrete and snow; cleaning culverts and ditches; cutting tree and brush; operating power lawnmowers. Moving and arranging heavy pieces of office and household furniture, equipment, and appliances; moving heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreading sand and salt on icy roads and walk-ways; picking up leaves and trash.

Minimum Education: High School Diploma or GED preferred; not required.

**Labor Category: 11210 Laborer, Grounds Maintenance**

Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Minimum Education: High School Diploma or GED preferred; not required.

**Labor Category: 29030 Line Handler**

Secures and removes ship's docking lines to and from dock. Catches lines heaved from ship attempting to dock. Drags lines to bitts on dock and slips eye of mooring lines over bitts. Removes lines from bitts when ships depart. May drive vehicle to pull in docking lines.

Minimum Education: High School Diploma or GED

**Labor Category: 23530 Machinery Maintenance Mechanic**

Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for

major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Minimum Education: High School Diploma or GED

**Labor Category: 23550 Machinist, Maintenance**

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma or GED

**Labor Category: 23580 Maintenance Trades Helper**

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Minimum Education: High School Diploma or GED

**Labor Category: 21030 Material Coordinator**

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge

of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

Minimum Education: High School Diploma or GED

**Labor Category: 21040 Material Expediter**

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at workstations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

Minimum Education: High School Diploma or GED

**Labor Category: 21050 Material Handling Laborer**

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;
4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (longshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Minimum Education: High School Diploma or GED

**Labor Category: 01141 Messenger (Courier)**

Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of

items received and delivered. May deliver items to offices and departments within an establishment.

Minimum Education: High School Diploma or GED

**Labor Category: 05110 Mobile Equipment Servicer**

Operating from a mobile fuel station and/or tanker, performs one or more of the following duties: Supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers. Checks fluid levels of transmissions, battery, cooling system and engine oil. Checks tires for wear and for pressure. Replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services. Changes oil and filters and lubricates and greases vehicles. Washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.

Minimum Education: High School Diploma or GED

**Labor Category: 05190 Motor Vehicle Mechanic**

Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma or GED

**Labor Category: 05220 Motor Vehicle Mechanic Helper**

Performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

Minimum Education: High School Diploma or GED

**Labor Category: 01191 Order Clerk I**

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

Minimum Education: High School Diploma or GED

**Labor Category: 01192 Order Clerk II**

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

Minimum Education: High School Diploma or GED



### **Labor Category: 21071 Order Filler**

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

Minimum Education: High School Diploma or GED

### **Labor Category: 23760 Painter, Maintenance**

Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma or GED

### **Labor Category: 23790 Pipefitter, Maintenance**

Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

Minimum Education: High School Diploma or GED

### **Labor Category: 23810 Plumber, Maintenance**

Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as



glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Minimum Education: High School Diploma or GED

**Labor Category: 23820 Pneudraulic Systems Mechanic**

Maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases). Tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics. Modifies, repairs or disassembles and overhauls systems or components.

Minimum Education: High School Diploma or GED

**Labor Category: 01270 Production Control Clerk**

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee timecards and post wage data on records used for preparation of payroll.

Minimum Education: High School Diploma or GED

**Labor Category: 01280 Receptionist**

Shall operate a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. This position may involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. Occasionally, type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the

major portion of the worker's time.

Minimum Education: High School Diploma or GED

**Labor Category: 99710 Recycling Laborer**

The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.

Minimum Education: High School Diploma or GED

**Labor Category: 99711 Recycling Specialist**

The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.

Minimum Education: High School Diploma or GED

**Labor Category: 23850 Rigger**

Assemble rigging to lift and move equipment or material in manufacturing plant or shipyard. Select cables, ropes, pulleys, winches, blocks and sheaves according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures such as beams, ceilings, and gin pole booms with bolts and clamps. Attaches load with grappling device such as loops, wires, ropes, and chains to crane hook. To insure safety of workers and material handled, uses hand signals, loudspeaker, or telephone to give directions to Bridge or Gantry Crane operator or Hoisting Engineer engaged in hoisting and moving loads. Sets up, braces and rigs hoisting equipment using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery and equipment into ships.

Minimum Education: High School Diploma or GED

**Labor Category: 01300 Scheduler, Maintenance**

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

Minimum Education: High School Diploma or GED

### **Labor Category: 01311 Secretary I**

Shall provide principal secretarial support in an office, usually to one individual, and in some cases, also to the subordinate staff of that individual. Shall work independently while performing varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Carries out recurring office procedures independently. Selects the guideline or reference that fits the specific case. Performs varied duties including or comparable to:

- a. Primary responsibility is to take dictation and to transcribe. Photocopy documents and reports for distribution.
- b. Required to be proficient in office products, such as Word, Excel and PowerPoint for secretarial/word processor/spreadsheet/data base/ power point requirements. Must be able to enter, save retrieve, edit, and present text, spreadsheets and/or charts.
- c. Must be proficient in grammar, spelling and punctuation and is also required to produce printed materials accurately.

Minimum Education: High School Diploma or GED

### **Labor Category: 01312 Secretary II**

Shall provide principal secretarial support in an office, usually to one individual, and in some cases, also to the subordinate staff of that individual. Shall work independently while performing varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Carries out recurring office procedures independently. Selects the guideline or reference that fits the specific case. Performs varied duties including or comparable to:

- a. Takes dictation and transcribes. Photocopy documents and reports for distribution.
- b. Required to be proficient in office products, such as Word, Excel and PowerPoint for secretarial/word processor/spreadsheet/data base/ power point requirements. Shall be able to enter, save retrieve, edit, and present text, spreadsheets and/or charts.
- c. Shall be proficient in grammar, spelling and punctuation and is also required to produce printed materials accurately.
- d. Screens telephone calls, visitors, and incoming correspondence; personally responds to requires for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices.
- e. Schedules tentative appointments without prior clearance. Make arrangements for conferences and meetings and assembles established background materials as directed. May attend meetings and record and report on the proceedings.
- f. Reviews outgoing materials and correspondence for internal consistency and conformance with procedures; assures that proper clearances have been obtained.
- g. Collects information from the files or staff for routine inquiries on office.

Minimum Education: High School Diploma or GED

### **Labor Category: 01313 Secretary III**

Shall provide principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Shall work independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs,

and procedures related to the work of the office. Shall use greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Takes dictation and transcribes. Photocopy documents and reports for distribution.
- b. Required to be proficient in office products, such as Word, Excel and PowerPoint for secretarial/word processor/spreadsheet/data base/ power point requirements. Must be able to enter, save retrieve, edit, and present text, spreadsheets and/or charts.
- c. Shall be proficient in grammar, spelling and punctuation and is also required to produce printed materials accurately.
- d. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- e. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- f. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
- g. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- h. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

Minimum Education: High School Diploma or GED

### **Labor Category: 23890 Sheet-Metal Worker, Maintenance**

Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma or GED

### **Labor Category: 21110 Shipping Packer**

Provides basic knowledge and skills required to prepare finished products for shipment or storage. Such knowledge and skills include, but are not limited to the ability to place finished products in shipping containers; the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container and applying labels or entering identifying data on container.

Minimum Education: High School Diploma or GED

### **Labor Category: 21130 Shipping/Receiving Clerk**

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Minimum Education: High School Diploma or GED

### **Labor Category: 31290 Shuttle Bus Driver**

Drives minibus or van to transport clients, trainees, or company personnel: Drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. May assist disabled passengers into and out of vehicle. May secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. May operate radio or similar device to communicate with base station or other vehicles to report disruption of service. May clean and/or service vehicle with fuel, lubricants, and accessories. May keep records of trips and/or behavior of passengers. May perform other duties when not driving, such as custodial and building maintenance tasks.

Minimum Education: High School Diploma or GED

### **Labor Category: 29041 Stevedore I**

Loads and unloads ships' cargoes. Carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship. Stacks cargo in transit shed or in hold of ship as directed by Header. Attaches and moves slings used to lift cargo. Guides load being lifted to prevent swinging. Shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold.

Minimum Education: High School Diploma or GED

### **Labor Category: 29042 Stevedore II**

Operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area. Operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached

in accordance with signals from other workers. Moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled. Drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch. Drives tractor to transfer loaded trailers from warehouse dockside. May position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. May perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo. May direct activities of cargo gang consisting of Stevedore I. May also be called longshoremen.

Minimum Education: High School Diploma or GED

### **Labor Category: 21150 Stock Clerk**

Assignments involve a variety of operations and situations related to supply support of activities both afloat and ashore. The Stock Clerk may receive, store, and issue equipment, material, supplies, merchandise, foodstuffs, or tools and compile stock records of items in storeroom, warehouse, or storage yard. Count, sort or weigh incoming articles to verify receipt of items on requisition or invoice. Examine stock to verify conformance to specifications. Store articles in bins, on floor, or on shelves according to identifying information such as size or type of material. Fill orders or issue supplies from stock. Requisition articles to fill incoming orders. Compile reports on adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes and refusal of shipments. May mark identifying codes, figures, or letters on articles. May determine methods of storage, identification, and stock location, considering temperature, humidity, height, and weight limits, turnover, floor loading capacities and required space. May witness/verify re-weighing of personal property shipments. May cut stock to size to fill order. Also required is the ability to conduct detailed research for information in supporting records, publications and files such as computer listings, technical orders, stock catalogs, historical records, etc.

In some situations, this requires familiarity with automated supply systems and a knowledge of the complex coding structures for specific supply actions. Such knowledge and skills include, but are not limited to being familiar with established supply regulations, policies and procedures relating to the specific assigned functions and utilizing experienced judgment in making decisions when there are alternative courses of action within standardized procedures and requirements, and/or determining what guidelines are applicable.

Minimum Education: High School Diploma or GED

### **Labor Category: 01410 Supply Technician**

Perform limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations, or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply



actions. This work may require consideration of program requirements, together with specific variations in or form standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, program, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

Minimum Education: High School Diploma or GED

**Labor Category: 15090 Technical Instructor**

Teaches courses in one or more subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instructs students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assessment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction.

Minimum Education: High School Diploma or GED

**Labor Category: 15095 Technical Instructor/Course Developer**

The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.

Minimum Education: High School Diploma or GED

**Labor Category: 30461 Technical Writer I**

The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of

machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

Minimum Education: High School Diploma or GED

### **Labor Category: 30462 Technical Writer II**

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

Minimum Education: High School Diploma or GED

### **Labor Category: 30463 Technical Writer III**

The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews

manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in

laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

Minimum Education: High School Diploma or GED

#### **Labor Category: 23931 Telecommunications Mechanic I**

Installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or nonvoice communications systems including intercom and public address systems; alarm systems; teletype equipment; and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. Runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for nonvoice circuits.

Minimum Education: High School Diploma or GED

#### **Labor Category: 23932 Telecommunications Mechanic II**

Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. They maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records and spare parts inventories.

Minimum Education: High School Diploma or GED

#### **Labor Category: 23950 Telephone Lineman**

This occupation includes jobs that involve installing, and repairing aerial and underground communications lines and auxiliary equipment such as conduits, insulators, and poles. The work does not require completing line connections.

Minimum Education: High School Diploma or GED

**Labor Category: 21210 Tools and Parts Attendant**

In an industrial establishment, receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment such as measuring devices. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or use electric marking tool to engrave identifying information on tools and equipment.

Minimum Education: High School Diploma or GED

**Labor Category: 31363 Truckdriver, Heavy**

Drivers shall be licensed in accordance with local, state, or federal laws. In the performance of these duties, contractor personnel shall possess the basic knowledge and skills required to operate a truck with gross vehicle weight (GVW) of 24,000-35,000 pounds (straight truck, over 4 tons, usually ten wheels). Material must be picked up at or delivered to the correct destination in a timely manner.

Minimum Education: High School Diploma or GED

**Labor Category: 31361 Truckdriver, Light**

Contractor personnel shall be licensed in accordance with local, state, or federal laws. Drivers shall possess the basic knowledge and skills required to operate a truck with gross vehicle weight (GVW) of 12,499 pounds (straight truck, under 1 1/2 tons, usually four wheels) within a city or industrial area. May transport material, merchandise, equipment or workers between various types of establishments such as manufacturing plants, freight depots, warehouses, wholesale and retail establishments, customers' houses or places of business, etc. May also load or unload trucks with or without helpers, make minor mechanical repairs, keep the vehicle in good working order and in compliance with state and local vehicle operating requirements.

Minimum Education: High School Diploma or GED

**Labor Category: 31362 Truckdriver, Medium**

Drivers shall be licensed in accordance with local, state, or federal laws. In the performance of these duties, contractor personnel shall possess the basic knowledge and skills required to operate a truck with gross vehicle weight (GVW) of 12,500-23,999 pounds (straight truck, 1 1/2 to 4 tons inclusive, usually six wheels). Material shall be picked up at or delivered to the correct destination in a timely manner.

Minimum Education: High School Diploma or GED

**Labor Category: 31364 Truckdriver, Tractor-Trailer**

Drivers shall be licensed in accordance with local, state, or federal laws. Contractor personnel shall possess the basic knowledge and skills required to operate a truck with gross vehicle weight (GVW) exceeding 35,000 pounds. Rated capacity is the gross vehicle weight minus the empty

weight of the vehicle. Material must be picked up at or delivered to the correct destination in a timely manner.

Minimum Education: High School Diploma or GED

**Labor Category: 21410 Warehouse Specialist**

Shall perform a variety of warehousing duties, which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandised against receiving documents, noting and reporting discrepancies and obvious damages); routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; managing and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work, order filling, or operating forklifts.

Minimum Education: High School Diploma or GED

**Labor Category: 25210 Water Treatment Plant Operator**

Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Dumps specified amounts of chemicals, such as chlorine, ammonia, and lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities. Pumps purified water into water mains. Monitors panelboard and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. Cleans tanks and filter beds, using backwashing (reverse flow of water). Repairs and lubricates machines and equipment, using hand- and power tools. Tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Dumps chemicals such as alum into tanks to coagulate impurities and reduce acidity. Records data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water. May purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.

Minimum Education: High School Diploma or GED

**Labor Category: 23960 Welder, Combination, Maintenance**

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer

performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Minimum Education: High School Diploma or GED

**Labor Category: 01611 Word Processor I**

Shall produce a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. This position requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Shall perform familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Minimum Education: High School Diploma or GED

**Labor Category: 01612 Word Processor II**

Shall have knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

This position requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processor.

Minimum Education: High School Diploma or GED

**Labor Category: 01613 Word Processor III**

This position requires a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. This position requires the use of either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

Minimum Education: High School Diploma or GED

**Labor Category: 23970 Woodcraft Worker**

Must possess the basic knowledge and skills required to professionally construct containers satisfactory for damage-free shipment of government property. Such knowledge and skills include, but are not limited to the ability to construct and repair items such as boxes, crates, pallets,



and storage bins from wood and wood substitutes. Ability to study specifications and measure, mark and cut boards using patterns, templates, ruler, pencil, hand and power saws; fasten or install parts using hammer, nailing machine, or power stapler to repair defective containers by replacing damaged parts; insert wood bracings, cardboard files and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer. May fabricate, repair, modify, and replace woodwork on vehicle sides and beds. May apply preservative to prolong wood life. May pack, seal, band and apply markings to crates and containers.

## 7. SERVICE CONTRACT ACT MATRIX

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

### SCA Matrix

SCA Eligible Labor Category	Code	SCA Equivalent Code - Title	Max AWD
Accounting Clerk I	01011	Accounting Clerk I	2015-5637
Accounting Clerk II	01012	Accounting Clerk II	2015-5637
Accounting Clerk III	01013	Accounting Clerk III	2015-5637
Administrative Assistant	01020	Administrative Assistant	2015-5637
Data Entry Operator I	01051	Data Entry Operator I	2015-4063
Data Entry Operator II	01052	Data Entry Operator II	2015-4063
Dispatcher, Motor Vehicle	01060	Dispatcher, Motor Vehicle	2015-5621
Document Preparation Clerk	01070	Document Preparation Clerk	2015-5681
Duplicating Machine Operator	01090	Duplicating Machine Operator	2015-5681
General Clerk I	01111	General Clerk I	2015-5687
General Clerk II	01112	General Clerk II	2015-5687
General Clerk III	01113	General Clerk III	2015-5687
Messenger Courier	01141	Messenger Courier	2015-5639
Order Clerk I	01191	Order Clerk I	2015-4157
Order Clerk II	01192	Order Clerk II	2015-4187
Production Control Clerk	01270	Production Control Clerk	2015-5641
Scheduler, Maintenance	01300	Scheduler, Maintenance	2015-5637
Secretary I	01311	Secretary I	2015-5637
Secretary II	01312	Secretary II	2015-5621
Secretary III	01313	Secretary III	2015-5621
Supply Technician	01410	Supply Technician	2015-5637
Switchboard Operator/Receptionist	01460	Switchboard Operator/Receptionist	2015-5637
Word Processor I	01611	Word Processor I	2015-5637
Word Processor II	01612	Word Processor II	2015-5637
Word Processor III	01613	Word Processor III	2015-5637
Automobile Body Repairer, Fiberglass	05005	Automobile Body Repairer, Fiberglass	2015-5725
Automotive Electrician	05010	Automotive Electrician	2015-4113
Automotive Glass Installer	05040	Automotive Glass Installer	2015-4113
Mobile Equipment Servicer	05110	Mobile Equipment Servicer	2015-4113
Motor Vehicle Mechanic	05190	Motor Vehicle Mechanic	2015-4113

## SCA Matrix

SCA Eligible Labor Category	Code	SCA Equivalent Code - Title	Max AWD
Motor Vehicle Mechanic Helper	05220	Motor Vehicle Mechanic Helper	2015-4113
Janitor	11150	Janitor	2015-5531
Laborer, Grounds Maintenance	11210	Laborer, Grounds Maintenance	2015-4075
Computer Operator I	14041	Computer Operator I	2015-4113
Computer Operator II	14042	Computer Operator II	2015-4113
Computer Operator III	14043	Computer Operator III	2015-4523
Computer Operator IV	14044	Computer Operator IV	2015-4523
Computer Operator V	14045	Computer Operator V	2015-4523
Computer Based Training Specialist / Instructor	15050	Computer Based Training Specialist / Instructor	2015-4113
Graphic Artist	15080	Graphic Artist	2015-5637
Technical Instructor	15090	Technical Instructor	2015-5623
Technical Instructor/Course Developer	15095	Technical Instructor/Course Developer	2015-5623
Forklift Operator	21020	Forklift Operator	2015-5687
Material Coordinator	21030	Material Coordinator	2015-5641
Material Expediter	21040	Material Expediter	2015-5641
Material Handling Laborer	21050	Material Handling Laborer	2015-5063
Order Filler	21071	Order Filler	2015-5683
Shipping Packer	21110	Shipping Packer	2015-5683
Shipping/Receiving Clerk	21130	Shipping/Receiving Clerk	2015-5683
Stock Clerk	21150	Stock Clerk	2015-4833
Tools And Parts Attendant	21210	Tools And Parts Attendant	2015-5687
Warehouse Specialist	21410	Warehouse Specialist	2015-5687
Aircraft Mechanic I	23021	Aircraft Mechanic I	2015-5641
Aircraft Mechanic II	23022	Aircraft Mechanic II	2015-5641
Aircraft Mechanic III	23023	Aircraft Mechanic III	2015-4553
Aircraft Mechanic Helper	23040	Aircraft Mechanic Helper	2015-4113
Aircraft, Painter	23050	Aircraft, Painter	2015-5641
Aircraft Servicer	23060	Aircraft Servicer	2015-4113
Aircraft Worker	23080	Aircraft Worker	2015-5641
Cable Splicer	23125	Cable Splicer	2015-4125
Carpenter, Maintenance	23130	Carpenter, Maintenance	2015-5741
Electrician, Maintenance	23160	Electrician, Maintenance	2015-5637
Electronics Technician Maintenance I	23181	Electronics Technician Maintenance I	2015-5623
Electronics Technician Maintenance II	23182	Electronics Technician Maintenance II	2015-5681
Electronics Technician Maintenance III	23183	Electronics Technician Maintenance III	2015-5681
Fuel Distribution System Mechanic	23311	Fuel Distribution System Mechanic	2015-4169

## SCA Matrix

SCA Eligible Labor Category	Code	SCA Equivalent Code - Title	Max AWD
Fuel Distribution System Operator	23312	Fuel Distribution System Operator	2015-4157
General Maintenance Worker	23370	General Maintenance Worker	2015-5637
Heating, Ventilation And Air-Conditioning	23410	Heating, Ventilation And Air-Conditioning	2015-5687
Heavy Equipment Mechanic	23430	Heavy Equipment Mechanic	2015-5725
Heavy Equipment Operator	23440	Heavy Equipment Operator	2015-5741
Laborer	23470	Laborer	2015-4441
Machinery Maintenance Mechanic	23530	Machinery Maintenance Mechanic	2015-5637
Machinist, Maintenance	23550	Machinist, Maintenance	2015-5655
Maintenance Trades Helper	23580	Maintenance Trades Helper	2015-4075
Painter, Maintenance	23760	Painter, Maintenance	2015-4183
Pipefitter, Maintenance	23790	Pipefitter, Maintenance	2015-4157
Plumber, Maintenance	23810	Plumber, Maintenance	2015-4157
Pneudraulic Systems Mechanic	23820	Pneudraulic Systems Mechanic	2015-5725
Rigger	23850	Rigger	2015-5683
Sheet-Metal Worker, Maintenance	23890	Sheet-Metal Worker, Maintenance	2015-5017
Telecommunications Mechanic I	23931	Telecommunications Mechanic I	2015-4047
Telecommunications Mechanic II	23932	Telecommunications Mechanic II	2015-5683
Telephone Lineman	23950	Telephone Lineman	2015-4159
Welder, Combination, Maintenance	23960	Welder, Combination, Maintenance	2015-5681
Woodcraft Worker	23970	Woodcraft Worker	2015-5725
Water Treatment Plant Operator	25210	Water Treatment Plant Operator	2015-5623
Blocker And Bracer	29010	Blocker And Bracer	2015-4187
Hatch Tender	29020	Hatch Tender	2015-4187
Line Handler	29030	Line Handler	2015-4187
Stevedore I	29041	Stevedore I	2015-4185
Stevedore II	29042	Stevedore II	2015-4185
Drafter/CAD Operator I	30061	Drafter/CAD Operator I	2015-5641
Drafter/CAD Operator II	30062	Drafter/CAD Operator II	2015-5641
Drafter/CAD Operator III	30063	Drafter/CAD Operator III	2015-5641
Drafter/CAD Operator IV	30064	Drafter/CAD Operator IV	2015-5641
Environmental Technician	30090	Environmental Technician	2015-4055
Technical Writer I	30461	Technical Writer I	2015-4035
Technical Writer II	30462	Technical Writer II	2015-4035
Technical Writer III	30463	Technical Writer III	2015-4035
Bus Driver	31030	Bus Driver	2015-4185
Driver Courier	31043	Driver Courier	2015-5687

## SCA Matrix

SCA Eligible Labor Category	Code	SCA Equivalent Code - Title	Max AWD
Shuttle Bus Driver	31290	Shuttle Bus Driver	2015-5687
Truckdriver, Light	31361	Truckdriver, Light	2015-5687
Truckdriver, Medium	31362	Truckdriver, Medium	2015-5687
Truckdriver, Heavy	31363	Truckdriver, Heavy	2015-5601
Truckdriver, Tractor-Trailer	31364	Truckdriver, Tractor-Trailer	2015-5601
Cashier	99030	Cashier	2015-4157
Recycling Laborer	99710	Recycling Laborer	2015-5623
Recycling Specialist	99711	Recycling Specialist	2015-5725

## 8. PRICING

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

### Exempt (Non-SCLS/SCA) Labor Category Pricing

SIN	Awarded Labor Category	Minimum Education	Minimum Years of Experience	Customer or Contractor Facility	Awarded GSA Price w/IFF
541611, 541614, 541614SVC, 561210FS	Senior (Executive) Consultant	Bachelor's	20	Both	\$194.26
541611, 541614, 541614SVC, 561210FS	Mid Consultant	Bachelor's	16	Both	\$178.92
541611, 541614, 541614SVC, 561210FS	Junior Consultant	Bachelor's	12	Both	\$153.74
541611, 541614, 541614SVC, 561210FS	Senior Program Analyst	Bachelor's	16	Both	\$143.13
541611, 541614, 541614SVC, 561210FS	Mid Program Analyst	High School	16	Both	\$127.80
541611, 541614, 541614SVC, 561210FS	Junior Program Analyst	High School	12	Both	\$112.00
541611, 541614, 541614SVC, 561210FS	MOBIS Program Manager	Bachelor's	16	Both	\$112.00
541611, 541614, 541614SVC, 561210FS	Senior Research Analyst	Bachelor's	12	Both	\$86.89
541611, 541614, 541614SVC, 561210FS	Senior Communication Specialist	Bachelor's	12	Both	\$83.54
541611, 541614, 541614SVC, 561210FS	Junior Communication Specialist	High School	12	Both	\$71.64
541611, 541614, 541614SVC, 561210FS	Senior Analyst	High School	12	Both	\$83.54
541611, 541614, 541614SVC, 561210FS	Mid Analyst	High School	12	Both	\$71.64
541611, 541614, 541614SVC, 561210FS	Junior Analyst	High School	8	Both	\$61.23
541611, 541614, 541614SVC, 561210FS	Senior Administrative Assistant	High School	12	Both	\$48.46
541611, 541614, 541614SVC, 561210FS	Computer Systems Analyst I	High School	0	Both	\$47.05
541611, 541614, 541614SVC, 561210FS	Computer Systems Analyst II	High School	0	Both	\$52.04
541611, 541614, 541614SVC, 561210FS	Computer Systems Analyst III	High School	0	Both	\$53.35
541611, 541614, 541614SVC, 561210FS	Program Manager I	Bachelor's	8	Both	\$58.13
541611, 541614, 541614SVC, 561210FS	Program Manager II	Bachelor's	10	Both	\$73.17
541611, 541614, 541614SVC, 561210FS	Program Manager III	Bachelor's	12	Both	\$94.36



SIN	Awarded Labor Category	Minimum Education	Minimum Years of Experience	Customer or Contractor Facility	Awarded GSA Price w/IFF
541611, 541614, 541614SVC, 561210FS	Program Manager IV	Bachelor's	14	Both	\$121.41
541611, 541614, 541614SVC, 561210FS	Program Manager V	Bachelor's	18	Both	\$154.29
541611, 541614, 541614SVC, 561210FS	Project Supervisor I	Bachelor's	4	Both	\$44.29
541611, 541614, 541614SVC, 561210FS	Project Supervisor II	Bachelor's	10	Both	\$53.86
541611, 541614, 541614SVC, 561210FS	Project Supervisor III	Bachelor's	12	Both	\$69.03
541611, 541614, 541614SVC, 561210FS	Logistician I	Bachelor's	8	Both	\$152.63
541611, 541614, 541614SVC, 561210FS	Logistician II	Bachelor's	12	Both	\$217.88
541611, 541614, 541614SVC, 561210FS	Logistician III	Masters	10	Both	\$254.13
541611, 541614, 541614SVC, 561210FS	ILS Specialist I	Bachelor's	4	Both	\$74.45
541611, 541614, 541614SVC, 561210FS	ILS Specialist II	Bachelor's	6	Both	\$91.03
541611, 541614, 541614SVC, 561210FS	ILS Specialist III	Bachelor's	8	Both	\$112.21
541611, 541614, 541614SVC, 561210FS	HAZMAT Specialist I	High School	4	Both	\$69.58
541611, 541614, 541614SVC, 561210FS	HAZMAT Specialist II	High School	8	Both	\$77.90
541611, 541614, 541614SVC, 561210FS	HAZMAT Specialist III	Bachelor's	10	Both	\$92.34
541611, 541614, 541614SVC, 561210FS	Transportation Manager	Bachelor's	4	Both	\$85.67
541611, 541614, 541614SVC, 561210FS	Supply Analyst I	Associates	2	Both	\$82.67
541611, 541614, 541614SVC, 561210FS	Supply Analyst II	Bachelor's	3	Both	\$104.03
541611, 541614, 541614SVC, 561210FS	Supply Analyst III	Masters	8	Both	\$124.91
541611, 541614, 541614SVC, 561210FS	Functional Analyst I	Bachelor's	4	Both	\$90.26
541611, 541614, 541614SVC, 561210FS	Functional Analyst II	Bachelor's	6	Both	\$118.91
541611, 541614, 541614SVC, 561210FS	Functional Analyst III	Bachelor's	10	Both	\$153.72
541611, 541614, 541614SVC, 561210FS	Packaging Engineer I	Bachelor's	4	Both	\$98.91
541611, 541614, 541614SVC, 561210FS	Packaging Engineer II	Bachelor's	8	Both	\$117.76

SIN	Awarded Labor Category	Minimum Education	Minimum Years of Experience	Customer or Contractor Facility	Awarded GSA Price w/IFF
541611, 541614, 541614SVC, 561210FS	Packaging Engineer III	Bachelor's	10	Both	\$138.92
541611, 541614, 541614SVC, 561210FS	Computer Programmer I	High School	0	Both	\$36.10
541611, 541614, 541614SVC, 561210FS	Computer Programmer II	High School	0	Both	\$42.44
541611, 541614, 541614SVC, 561210FS	Computer Programmer III	High School	0	Both	\$45.57
541611, 541614, 541614SVC, 561210FS	Computer Programmer IV	High School	0	Both	\$51.83

Non-Exempt SCLS/SCA Covered) Labor Category Pricing

SIN	Awarded Labor Category	Minimum Education	Minimum Years of Experience	Customer or Contractor Facility	Awarded GSA Price w/IFF
541611, 541614, 541614SVC, 561210FS	Accounting Clerk I	High School	0	Both	\$30.32
541611, 541614, 541614SVC, 561210FS	Accounting Clerk II	High School	0	Both	\$31.74
541611, 541614, 541614SVC, 561210FS	Accounting Clerk III	High School	0	Both	\$34.15
541611, 541614, 541614SVC, 561210FS	Administrative Assistant	High School	0	Both	\$44.47
541611, 541614, 541614SVC, 561210FS	Data Entry Operator I	High School	0	Both	\$24.96
541611, 541614, 541614SVC, 561210FS	Data Entry Operator II	High School	0	Both	\$30.27
541611, 541614, 541614SVC, 561210FS	Dispatcher, Motor Vehicle	High School	0	Both	\$40.47
541611, 541614, 541614SVC, 561210FS	Document Preparation Clerk	High School	0	Both	\$27.67
541611, 541614, 541614SVC, 561210FS	Duplicating Machine Operator	High School	0	Both	\$27.67
541611, 541614, 541614SVC, 561210FS	General Clerk I	High School	0	Both	\$26.46
541611, 541614, 541614SVC, 561210FS	General Clerk II	High School	0	Both	\$28.56
541611, 541614, 541614SVC, 561210FS	General Clerk III	High School	0	Both	\$32.14
541611, 541614, 541614SVC, 561210FS	Messenger Courier	High School	0	Both	\$26.81
541611, 541614, 541614SVC, 561210FS	Order Clerk I	High School	0	Both	\$24.22
541611, 541614, 541614SVC, 561210FS	Order Clerk II	High School	0	Both	\$28.65

SIN	Awarded Labor Category	Minimum Education	Minimum Years of Experience	Customer or Contractor Facility	Awarded GSA Price w/IFF
541611, 541614, 541614SVC, 561210FS	Production Control Clerk	High School	0	Both	\$39.74
541611, 541614, 541614SVC, 561210FS	Scheduler, Maintenance	High School	0	Both	\$30.16
541611, 541614, 541614SVC, 561210FS	Secretary I	High School	0	Both	\$31.25
541611, 541614, 541614SVC, 561210FS	Secretary II	High School	0	Both	\$36.21
541611, 541614, 541614SVC, 561210FS	Secretary III	High School	0	Both	\$36.23
541611, 541614, 541614SVC, 561210FS	Supply Technician	High School	0	Both	\$43.11
541611, 541614, 541614SVC, 561210FS	Switchboard Operator/Receptionist	High School	0	Both	\$25.89
541611, 541614, 541614SVC, 561210FS	Word Processor I	High School	0	Both	\$28.76
541611, 541614, 541614SVC, 561210FS	Word Processor II	High School	0	Both	\$33.07
541611, 541614, 541614SVC, 561210FS	Word Processor III	High School	0	Both	\$37.93
541611, 541614, 541614SVC, 561210FS	Automobile Body Repairer, Fiberglass	High School	0	Both	\$46.68
541611, 541614, 541614SVC, 561210FS	Automotive Electrician	High School	0	Both	\$44.07
541611, 541614, 541614SVC, 561210FS	Automotive Glass Installer	High School	0	Both	\$42.77
541611, 541614, 541614SVC, 561210FS	Mobile Equipment Servicer	High School	0	Both	\$40.32
541611, 541614, 541614SVC, 561210FS	Motor Vehicle Mechanic	High School	0	Both	\$45.87
541611, 541614, 541614SVC, 561210FS	Motor Vehicle Mechanic Helper	High School	0	Both	\$39.06
541611, 541614, 541614SVC, 561210FS	Janitor	High School	0	Both	\$30.94
541611, 541614, 541614SVC, 561210FS	Laborer, Grounds Maintenance	High School	0	Both	\$32.79
541611, 541614, 541614SVC, 561210FS	Computer Operator I	High School	0	Both	\$27.56
541611, 541614, 541614SVC, 561210FS	Computer Operator II	High School	0	Both	\$30.13
541611, 541614, 541614SVC, 561210FS	Computer Operator III	High School	0	Both	\$37.30
541611, 541614, 541614SVC, 561210FS	Computer Operator IV	High School	0	Both	\$44.58
541611, 541614, 541614SVC, 561210FS	Computer Operator V	High School	0	Both	\$50.07

SIN	Awarded Labor Category	Minimum Education	Minimum Years of Experience	Customer or Contractor Facility	Awarded GSA Price w/IFF
541611, 541614, 541614SVC, 561210FS	Computer Based Training Specialist / Instructor	High School	0	Both	\$55.23
541611, 541614, 541614SVC, 561210FS	Graphic Artist	High School	0	Both	\$48.77
541611, 541614, 541614SVC, 561210FS	Technical Instructor	High School	0	Both	\$43.19
541611, 541614, 541614SVC, 561210FS	Technical Instructor/Course Developer	High School	0	Both	\$50.20
541611, 541614, 541614SVC, 561210FS	Forklift Operator	High School	0	Both	\$41.32
541611, 541614, 541614SVC, 561210FS	Material Coordinator	High School	0	Both	\$45.09
541611, 541614, 541614SVC, 561210FS	Material Expediter	High School	0	Both	\$46.35
541611, 541614, 541614SVC, 561210FS	Material Handling Laborer	High School	0	Both	\$33.51
541611, 541614, 541614SVC, 561210FS	Order Filler	High School	0	Both	\$30.74
541611, 541614, 541614SVC, 561210FS	Shipping Packer	High School	0	Both	\$34.49
541611, 541614, 541614SVC, 561210FS	Shipping/Receiving Clerk	High School	0	Both	\$36.20
541611, 541614, 541614SVC, 561210FS	Stock Clerk	High School	0	Both	\$37.39
541611, 541614, 541614SVC, 561210FS	Tools And Parts Attendant	High School	0	Both	\$41.64
541611, 541614, 541614SVC, 561210FS	Warehouse Specialist	High School	0	Both	\$42.02
541611, 541614, 541614SVC, 561210FS	Aircraft Mechanic I	High School	0	Both	\$49.34
541611, 541614, 541614SVC, 561210FS	Aircraft Mechanic II	High School	0	Both	\$51.23
541611, 541614, 541614SVC, 561210FS	Aircraft Mechanic III	High School	0	Both	\$52.22
541611, 541614, 541614SVC, 561210FS	Aircraft Mechanic Helper	High School	0	Both	\$39.98
541611, 541614, 541614SVC, 561210FS	Aircraft, Painter	High School	0	Both	\$46.23
541611, 541614, 541614SVC, 561210FS	Aircraft Servicer	High School	0	Both	\$43.28
541611, 541614, 541614SVC, 561210FS	Aircraft Worker	High School	0	Both	\$44.94
541611, 541614, 541614SVC, 561210FS	Cable Splicer	High School	0	Both	\$51.26
541611, 541614, 541614SVC, 561210FS	Carpenter, Maintenance	High School	0	Both	\$50.61

SIN	Awarded Labor Category	Minimum Education	Minimum Years of Experience	Customer or Contractor Facility	Awarded GSA Price w/IFF
541611, 541614, 541614SVC, 561210FS	Electrician, Maintenance	High School	0	Both	\$55.96
541611, 541614, 541614SVC, 561210FS	Electronics Technician Maintenance I	High School	0	Both	\$48.97
541611, 541614, 541614SVC, 561210FS	Electronics Technician Maintenance II	High School	0	Both	\$58.29
541611, 541614, 541614SVC, 561210FS	Electronics Technician Maintenance III	High School	0	Both	\$61.74
541611, 541614, 541614SVC, 561210FS	Fuel Distribution System Mechanic	High School	0	Both	\$49.67
541611, 541614, 541614SVC, 561210FS	Fuel Distribution System Operator	High School	0	Both	\$42.02
541611, 541614, 541614SVC, 561210FS	General Maintenance Worker	High School	0	Both	\$50.34
541611, 541614, 541614SVC, 561210FS	Heating, Ventilation And Air-Conditioning	High School	0	Both	\$49.54
541611, 541614, 541614SVC, 561210FS	Heavy Equipment Mechanic	High School	0	Both	\$51.16
541611, 541614, 541614SVC, 561210FS	Heavy Equipment Operator	High School	0	Both	\$56.09
541611, 541614, 541614SVC, 561210FS	Laborer	High School	0	Both	\$31.06
541611, 541614, 541614SVC, 561210FS	Machinery Maintenance Mechanic	High School	0	Both	\$47.65
541611, 541614, 541614SVC, 561210FS	Machinist, Maintenance	High School	0	Both	\$47.79
541611, 541614, 541614SVC, 561210FS	Maintenance Trades Helper	High School	0	Both	\$39.09
541611, 541614, 541614SVC, 561210FS	Painter, Maintenance	High School	0	Both	\$47.73
541611, 541614, 541614SVC, 561210FS	Pipefitter, Maintenance	High School	0	Both	\$62.57
541611, 541614, 541614SVC, 561210FS	Plumber, Maintenance	High School	0	Both	\$53.85
541611, 541614, 541614SVC, 561210FS	Pneudraulic Systems Mechanic	High School	0	Both	\$51.22
541611, 541614, 541614SVC, 561210FS	Rigger	High School	0	Both	\$47.38
541611, 541614, 541614SVC, 561210FS	Sheet-Metal Worker, Maintenance	High School	0	Both	\$52.22
541611, 541614, 541614SVC, 561210FS	Telecommunications Mechanic I	High School	0	Both	\$47.95
541611, 541614, 541614SVC, 561210FS	Telecommunications Mechanic II	High School	0	Both	\$54.28
541611, 541614, 541614SVC, 561210FS	Telephone Lineman	High School	0	Both	\$51.70

SIN	Awarded Labor Category	Minimum Education	Minimum Years of Experience	Customer or Contractor Facility	Awarded GSA Price w/IFF
541611, 541614, 541614SVC, 561210FS	Welder, Combination, Maintenance	High School	0	Both	\$50.16
541611, 541614, 541614SVC, 561210FS	Woodcraft Worker	High School	0	Both	\$51.79
541611, 541614, 541614SVC, 561210FS	Water Treatment Plant Operator	High School	0	Both	\$52.35
541611, 541614, 541614SVC, 561210FS	Blocker And Bracer	High School	0	Both	\$55.25
541611, 541614, 541614SVC, 561210FS	Hatch Tender	High School	0	Both	\$55.25
541611, 541614, 541614SVC, 561210FS	Line Handler	High School	0	Both	\$55.25
541611, 541614, 541614SVC, 561210FS	Stevedore I	High School	0	Both	\$52.88
541611, 541614, 541614SVC, 561210FS	Stevedore II	High School	0	Both	\$59.55
541611, 541614, 541614SVC, 561210FS	Drafter/CAD Operator I	High School	0	Both	\$37.06
541611, 541614, 541614SVC, 561210FS	Drafter/CAD Operator II	High School	0	Both	\$39.90
541611, 541614, 541614SVC, 561210FS	Drafter/CAD Operator III	High School	0	Both	\$46.22
541611, 541614, 541614SVC, 561210FS	Drafter/CAD Operator IV	High School	0	Both	\$50.32
541611, 541614, 541614SVC, 561210FS	Environmental Technician	High School	0	Both	\$52.79
541611, 541614, 541614SVC, 561210FS	Technical Writer I	High School	0	Both	\$40.25
541611, 541614, 541614SVC, 561210FS	Technical Writer II	High School	0	Both	\$47.52
541611, 541614, 541614SVC, 561210FS	Technical Writer III	High School	0	Both	\$56.45
541611, 541614, 541614SVC, 561210FS	Bus Driver	High School	0	Both	\$39.57
541611, 541614, 541614SVC, 561210FS	Driver Courier	High School	0	Both	\$29.82
541611, 541614, 541614SVC, 561210FS	Shuttle Bus Driver	High School	0	Both	\$35.28
541611, 541614, 541614SVC, 561210FS	Truckdriver, Light	High School	0	Both	\$35.24
541611, 541614, 541614SVC, 561210FS	Truckdriver, Medium	High School	0	Both	\$37.14
541611, 541614, 541614SVC, 561210FS	Truckdriver, Heavy	High School	0	Both	\$40.42
541611, 541614, 541614SVC, 561210FS	Truckdriver, Tractor-Trailer	High School	0	Both	\$39.11



<b>SIN</b>	<b>Awarded Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience</b>	<b>Customer or Contractor Facility</b>	<b>Awarded GSA Price w/IFF</b>
541611, 541614, 541614SVC, 561210FS	Cashier	High School	0	Both	\$36.50
541611, 541614, 541614SVC, 561210FS	Recycling Laborer	High School	0	Both	\$36.35
541611, 541614, 541614SVC, 561210FS	Recycling Specialist	High School	0	Both	\$41.35